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Development (1948) Department.

SERIES.

G.O. No. Letter No. 6698

Dated 18-11-1948

[Despatch Abstract.]

Labour - International Labour Office - Draft recommendation on Vocational Guidance - 9th item on the agenda of the 32nd session of the International Labour Conference, Geneva, 1947 - Comments forwarded to Government of India.

Government of India.
Ministry of Labour.
* * *

No. L.C. 54 (6). Dated New Delhi, the October 1948

From:

Rai Bahadur Sadashiva Prasad, M.A., B.L.,
Deputy Secretary to the Government of India.

To

The Secretary to the Government of Madras,
Development, Department,
M A D R A S.

Subject: Vocational Guidance.

Sir,

I am directed to say that the above subject was placed on the agenda of the 31st Session of the International Labour Conference held at San Francisco in June-July, 1948, and a copy of the text of the proposed conclusions relating to a Recommendation was forwarded with this Ministry's letter L.C. (54 (6), dated the 14th November, 1947. The subject has been placed on the agenda of the 32nd Session of the Conference which will be held in June, 1949, with a view to adoption of a Recommendation on the subject. A copy of the Report prepared by the I.L. Office in this connection together with three copies of the proposed text of the Recommendation are enclosed. It is requested that the comments and observations, if any, of your Government/Administration on the proposed text of the Recommendation may kindly be sent to this Ministry by the 15th Novermber, 1948, at the latest.

19th November

Yours faithfully,

Sd. Sadahiva Prasad.
Deputy Secretary to the Government of India.

/True Copy/

INTERNATIONAL LABOUR COMMERCE

THIRTY SECOND SESSION

GENEVA, 1949.

VOCATIONAL GUIDANCE

Proposesd Recommendation concerning Vocational Guidance and Employment Counselling

The General Conference of the International Labour Organisation,

Having been convened at Geneva by the Governing Body and having met in its Thirty-second Session on 8th June 1949, and

Having decided upon the adoption of certain proposals concerning vocational guidance which is the ninth item on the agenda of the session,

Having determined that these proposals shall take the form of an International Recommendation,

adopts this day of July of the year one thousand nine hundred and forty-nine the following Recommendation, which may be cited as a Vocational Guidance Recommendation, 1949:

I. Definitions

1. For the purpose of this Recommendation

(a) the term "vocational guidance" means the assistance given to young persons in the choice of an occupation suited to the aptitudes, qualifications, preferences and personality of the individual concerned and to the prospective needs of the economy in such a manner as to promote full opportunity for personal development and satisfaction from work and the most effective use of national manpower resources;

(b) the term "employment counselling" means the assistance given to adults in the choice of an occupation related, so far as possible, to the aptitudes, qualifications, preferences and experience of the individual and the needs of the economy , in such manner as to promote full opportunity for satisfaction from work and the most effective use of national manpower resources.

II. Scope

2. Public facilities for vocational guidance should be provided as widely and as soon as possible for young persons attending or leaving school and for other young persons upto an age determined by national laws or regulations or by national practice, whether such persons are seeking admission to vocational training or are seeking employment for the first time or have already been employed.

3. Public Employment counselling facilities should be provided as widely and as soon as possible for adult persons who wish to obtain advice concerning the choice of an occupation

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III. Principles and Methods of Vocational Guidance.

de 4. (1) Vocational guidance policy and programme should be/termined through the Co-operative efforts of the organisations and services concerned with young persons in the transition from school to work, to the end that each young person receiving vocational guidance may have the benefit of unified and co-ordinated assistance.

(2) These co-operative effects should include collaboration with the parents or guarddans concerned and with associations of parents where such exist.

(3) In applying these general principles, due account should be taken of the principles of administrative organisatio included hereafter in Part V.

(4)

5. (1) During the period of general education preliminary vocational guidance should be give; such guidance should be primarily designed to make the young person aware of his aptitudes, qualifications and interests, and of the various occupations and careers (including for girls careers in the home) so as to facilitate future vocational adjustment.

(2) The preliminary vocational guidance should receive additional emphasis during the latter stages of schooling and in particular throughout the last year of general education.

(3) The preliminary vocational guidance should include --

(a) the provision, in suitable form, of comprehensive occupational and industrial information;

(b) wherever possible in the national and local circumstances, visits (conducted under adequate supervision) to industrial and commercial establishments and other work-places, and

(c) personal interview.

6. In the vocational guidance of young persons who are at or near the end of general education or have left school, the following methods should be given particular attention and their use should be encouraged to the fullest possible extent;

(a) personal interview with a vocational guidance officer;

(b) record of scholastic progress;

(c) medical examination;

(d) appropriate psychological and aptitude tests on an experimental basis;

(e) provision of occupational and industrial information.

5 7.(1) Each young person seeking vocational guidance should be provided with adequate opportunity for personal interview, more particularly at the time of leaving school and entering vocational training (including apprenticeship) or employment for the first time.

(2) Methods of interview should be continuously

adapted with a view to ensuring the most oomplete possible test of individual ability in relation to occupational opportunities and requirements.

8. The record of scholastic progress should be used as may be considered appropriate for vocational guidance, with due respect for the confidential character of the information contained therein.

9. (1) The facilities for the medical examination of young persons should be utilised as appropriate for vocational guidance.

(2) Advice for remedical action and such other help as may be possible and useful for the purposes of vocational adjustment should be provided if needed.

10. Facilities for psychological and aptitude testing should, so far as possible, be made available experimentally for vocational guidance and used as appropriate to the needs of individual cases and under the direction of qualified officers.

11. (1) Suitable and reliable information regarding careers in the different occupations and industries, and regarding employment and training opportunities, should be made available to young persons through personal interview and otherwise with due regard for the aptitudes, qualifications, preferences and personality of the young person concerned and the prospective needs of the economy.

(2) In this connection, the competent authorities should maintain continuous co-operation with such other public and private bodies, including more particularly the occupational organisations of employers and workers, as are able -

(a) to provide information concerning probable future openings and opportunities in each industry, trade or occupation; and

(b) to exercise a judicious influence on the preparation and conclusion of contracts of apprenticeship and to supervise their application.

12. Special attention should be given to the development, within the framework of the general vocational guidance system, of adequate and appropriate arrangements for the vocational guidance of young persons in rural areas.

13. Special attention should be given to the development within the framework of the general vocational guidance system, and in co-operation with the appropriate rehabilitation services, of adequate and appropriate arrangements for the vocational aid guidance of young persons --

(a) who have physical or mental handicaps or limitations, or
(b) who manifest personality disorders of such nature as to prevent or make specially difficult their vocational adjustment.

14. The competent national and local authorities should encourage full voluntary use of vocational guidance facilities, mere particularly in the case of young persons -

(a) who are near school leaving age;
(b) who are entering the employment market for the time firs
(b) who are seeking admission to apprenticeship or other vocational training;
(d) who are unemployed;

(e) who have physical or mental handicaps or limitations or
(f) who manifest personality disorders of such nature as to prevent or make specially difficult their vocational adjustment.

15. The competent authorities should take the necessary measures to facilitate the execution of the young person's vocational plans; where appropriate in individual cases, suggestions should be made for carrying out these plans and assistance provided in making the necessary contacts with other services or persons concerned with placing the young person in training or employment in the occupation chosen by him.

16. (1) The competent authorities should take measures to organise follow-up aimed primarily at assisting in so far as possible the young person to overcome any difficulties he may be experiencing in following his vocational plans and ascertaining whether the occupation selected is proving suitable.

(2) Wherever possible, methods of follow-up should included general enquiries on a sampling basis to measure the results of vocational guidance in individual cases and to evaluate vocational guidance policy and methods.

IV. Principles and Methods of Employment Counselling

17. Appropriate arrangements should be made, within the frame work of the public employment and vocational guidance services, for the employment counselling of persons requiring such assistance to choose an occupation or to change their occupation.

18. The process of employment counselling should include, as far as practicable in the national circumstances and appropriate in individual cases -

(a) personal interview with an employment counsellor;

(b) examination of record of work experience;

(c) examination of scholastic or other records relating to education training received;
(d) medical examination;

(e) appropriate psychological and aptitude tests on an experimental basis;
(f) technical trade tests, either verbal or otherwise in all cases where such seem necessary;
(g) analysis of physical capacity in relation to occupational requirements;
(h) provision of information concerning employment and training opportunities and requirements relating to the qualifications, aptitudes and preferences of the person concerned, on the one hand, and to the needs and immediate opportunities of the employment market, on the other;
(i) follow-up, on a sampling basis, aimed at discovering whether satisfactory placement in employment, training or retaining has been achieved and at evaluating employment counselling policy and methods.

19. Special efforts should be made to encourage

full voluntary use of employment counselling facilities:

(a) in the case of persons enterint employment for the first time
(b) in the case of persons unemployed for a long period;
(c) in the case of persons who have been unemployed as a result of changes in the technique, structure or location of industry;
(d) in the selection of persons for admission to courses of vocational training or retraining under public or government subsidised programmes; and
(e) in the selection of persons who wish to transfer from one industry, occupation or area to another.

20. All necessary and practicable measures should be taken to develop, within the framework of the general employment counselling facilities, specialised employment counselling for ~~coun-~~

(a) disabled persons;
(b) technicians, professional workers, salaried employees and executive staff; and
(c) persons in rural areas where there is a surplus of workers in relation to immediate and prospective employment opportunities.

21. Special attention should be given, in connectio with employment counselling, to the development of methodsfor the technical selection of workers for particular occupations and industries.

V. Principles of Administrative Organisation

22. Vocational guidance and employment counselling should be organised and co-ordinated on the basis of a comprehensive general programme, established and developed in the light of regional and local conditions and adaptable to changes in such conditions.

23. In order to encourage the development of vocational guidance and employment counselling facilities, provision should be made by the central authorities (including, where appropriate, the central authorities of the federated units of federal States) for -- *

24. All necessary and desirable measures should be taken by the competent authorities to secure effective co-operation, nationally and locally, between the public and private bodies engaged in vocational guidance or employment counselling activities.

A. Administrative Arrangements for Vocational Guidance.

25 (1) The competent authorities should make appropriate arrangements for the co-ordination, nationally and locally, of policy and action in the field of vocational guidance, due regard being paid to the respensibility of the parents and to the appropriate functions of private vocational guidance bodies.

(2) These arrangements should be directed more particularly towards maintaining effective public services to young persons, with the co-operation and assistance of other interested agencies as appropriate and without deplication of effort, and facilitating, as may be desirable and with due respect for confidential data, the exchange of information concerning -

* (a) adequate financing of such facilities;
(b) appropriate technical assistance; and
(c) development of methods and materials suitable for use on a nationwide basis.

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(a) the extent and character of the need for vocational guidance and of the service provided;
(b) the young persons applying for vocational guidance;
(c) industries, trades and occupations;
(d) employment and training opportunities; and
(e) the preparation and use of vocational guidance materials.

26. (1) National and local administrative responsibility for vocational guidance should be clearly defined.

(2) With due regard to this division of authority primary responsibility should be entrusted either (a) jointly to the education and employment service authorities, or (b) to one of these authorities working in close co-operation with the other.

27 (1) Appropriate arrangements should be made through advisory committees for the co-operation of representatives of employers and workers in the development of vocational guidance policy.

(2) Such committees should be maintained nationally and so far as possible locally, and should also include, wherever desirable, representatives of the public and private bodies concerned with education, training (~~including~~ including apprenticeship). vocational guidance, or other questions directly affecting the vocational adjustment of young persons.

B. Administrative Arrangements for Employment Counselling

28. (1) Administrative responsibility for employment counselling should be entrusted primarily to the public employment service, with due regard to the administrative responsibility assigned by public authority to other agencies.

(2) Th offices of the public employment service should include, at each administrative stage so far as practicable, specialised employment counselling units or officers.

(3) Administrative arrangements should be made to ensure co-operation by the employment service with specialised employment counselling services maintained for special groups or persons.

29. Appropriate arrangements should be made, nationally and locally, to ensure that employment counselling is organised in close relation with -

(a) all other activities of the employment service;
(b) vocational guidance:
(c) educational institutions;
(d) the administration of unemployment insurance and assistance schemes;
(e) the administration of training and retraining schemes and of other plans to promote occupational or geographical mobility of labour; and
(f) the representative organisations of employers and workers.

VI. Training of Officers.

30. (1) In order to secure the efficiency of the vocational guidance and employement counselling services, the competent authorities should ensure the employment of an adequate number of officers with suitable training, experience and other qualificationsl, and should organise,/the fullest possible

extent and in co-operation where appropriate with other bodies concerned, specialised scientific and technical training for vocational guidance and employment counselling staff.

(2) The measures to be taken should include, for example:

(a) the establishment of minimum qualification standards for vocational guidance officers and for employment counsellors;

(b) subject to the national laws, the establishment of regulations for the selection of officers on the basis of such qualifications;

(c) the organisation of specialised training courses for persons seeking to undertake the work of vocational guidance or employment counselling;

(d) the provision of supplementary training and refresher courses for all officers; and

(e) subject to the national laws, the maintenance of conditions of appointment and employment sufficiently attractive to provide an inducement to qualified persons to undertake and continue in such work.

(3) Consideration should be given:

(a) to the interchange of vocational guidance officers or employment counsellors among the different branches of the services with which they are respectively concerned;

(b) to the publication of technical material suitable for developing the professional skill of officers

(4) Where useful states Members should co-operate for the purposes of training staff, availing themselves of the help of the International Labour Office if they so desire.

VII. Research and Publicity

31. (1) Special measures should be taken, on the basis of a co-ordinated plan, to promote public and private research and experiment in methods of vocational guidance and employment counselling.

(2) The Public employment service should co-operate in such research.

(3) Wherever appropriate in the circumstances such research should include examination of such questions as methods of personal interviewing, the analysis of the requirements of the different occupations, the provision of industrial and occupational information appropriate for vocational guidance, aptitude and psychological testing, the development of model vocational guidance forms, and the measurement of the results of vocational guidance.

32. Systematic efforts should be made by the authorities responsible for vocational guidance and employment counselling, in co-operation with employers' and workers' organisations and where appropriate with other bodies concerned, to promote wide public understanding of the purposes, principles and methods of vocational guidance and employment counselling.

/True Copy/

Development Department.

Letter Ms. No. 5698, Development, dated 8-11-1948.

To

The Secretary to the Government of India,
Ministry of Labour, New Delhi.

Sir,

Sub: Labour - International Labour Office - Draft Recommendation on vocational guidance - 9th item on the agenda of the 32nd Session of the International Labour Conference, Geneva, 1947 - Comments forwarded to Government of India.

Ref: Rai Bahadur Sadashiva Prasad's letter No.L.C. 54(6) dated October 1948.

I am directed to state that the Government of Madras have no amendments to suggest or comments to make on the proposed text of the Recommendation concerning vocational guidance and unemployment counselling. They however, desire to repeat the observations evade in my letter Ms.No. 227, dated 17-1-1948 that implementation of the Recommendation would be difficult until more favourable conditions are brought about through enforcement of compulsory primary reorganization education, formulation of schemes for adult education, ~~reorganization~~ of secondary education and the provision of adequate number of employment exchanges for industrial labour.

Yours etc.
Sd. x x x
17-11-49.

To the Commissioner of Labour (with our book)

/True Copy/

R. Thiagarajan 12.1.54
Office Assistant
Superintendent,
-1-1954,
MADRAS RECORD OFFICE.

ss/31-7.